

RULE 5.1
FORM OF PLEADINGS AND PAPERS

(a) Form. Pleadings, motions, briefs, and other papers submitted for filing shall be typewritten or printed on letter size paper. The pages shall be fastened at the upper left corner without manuscript cover. Typewritten documents shall be double-spaced. Documents filed electronically shall comply with this rule to the extent practicable.

(b) Signing of Pleadings. The original of every pleading, motion or other paper filed by an attorney shall bear the genuine signature of at least one attorney of record. The original of every pleading, motion or other paper filed by a party not represented by an attorney shall bear the genuine signature of such *pro se* party. Stamped or facsimile signatures on original pleadings, motions or other papers filed by *pro se* parties or by attorneys are not acceptable. D. Kan. Rule 5.4.8 governs signatures on documents filed electronically.

(c) Contact Information and Bar Registration Numbers. Parties or attorneys signing papers submitted for filing shall include their addresses, telephone numbers, facsimile numbers, and e-mail addresses. Attorneys shall include their state supreme court registration numbers or, in cases where the attorney is not admitted to practice in Kansas, their equivalents. Attorneys admitted from the Western District of Missouri, by reciprocal admission, shall include their Kansas District Court registration number. Each attorney or party appearing *pro se* is under a continuing duty to notify the clerk in writing of any change of address or telephone number. Any notice mailed to the last address of record of an attorney or a party appearing *pro se* shall be sufficient notice.

(d) Entry of Appearance by Counsel. Appearances by counsel shall be entered by signing and filing a formal entry of appearance or by signing the initial pleading, motion or notice of removal filed in the case. Entries of appearance shall include the information required under subsection (c) of this rule.

(e) Attorney Appearances in Removal and Transferred Cases. Attorneys appearing in a state court action removed to this court or in cases transferred to the District of Kansas from another United States District Court are not relieved of their obligations to their clients by virtue of removal or transfer. Such attorneys admitted to practice in this court shall be entered as counsel of record in the action in this court. Attorneys not admitted to practice in this Court shall, within 20 days of such removal or transfer, either obtain admission to practice in this Court, if eligible, or associate with an attorney admitted to practice in this Court who shall thereupon move the admission of the attorney not admitted to practice in this Court in accordance with D. Kan. Rule 83.5.4 or move to withdraw in accordance with D. Kan. Rule 83.5.5.

(f) Exhibits to Pleadings or Papers. Bulky or voluminous materials should not be submitted in their entirety for filing with a pleading or paper or incorporated by reference therein, except upon leave of court where ~~unless~~ such materials are deemed essential. The court may order any pleading or paper stricken if filed in violation of this rule.

(g) Certificates of Service. Certificates of service of papers pursuant to Fed.R.Civ.P. 5(d) shall state the name and address of the attorney or party served, the capacity in which such person was served (i.e., as attorney for plaintiff or a particular defendant), the manner of service, and the date of service.

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As amended 4/13/06, 3/17/04, 6/22/98, 2/27/98, 10/20/93.
Renumbered 6/95. Formerly Rule 111.